

ER 88-4348X/2

THE WHITE HOUSE

WASHINGTON

December 21, 1988



MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

FROM: KENNETH M. DUBERSTEIN *Ken D.*  
SUBJECT: TRANSITION DESIGNATIONS

In conformance with the Presidential directive of November 18, I verify that Jeff Hughes of the President-elect's transition staff will require access to your department. I am forwarding copies of the executed Source of Funding statement (as provided under Section 5(b) of the Presidential Transition Act of 1963 as amended) and a Transition Standards of Conduct agreement executed by Jeff Hughes for your files.

Jeff Hughes has been designated a "transition office contact." He is charged by the President-elect's transition team solely with gathering additional background data. Additional transition office contacts may be designated. The names of these individuals will be verified through my office prior to any contact with your agency. Questions on verification should be directed to my office immediately.

The background material being sought will be used to prepare briefing books for the President-elect's "transition officers" assigned to your agency. These transition officers, which will be named in the near future, will actually head the President-elect's transition effort in your agency.

Attachment: Source of Funding statement and Transition Standards of Conduct agreement

DDA REGISTRY  
FILE: \_\_\_\_\_

*OM-30-AR*

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*Hughes*

November 14, 1988

## MEMORANDUM FOR:

FROM:

C. Boyden Gray  
Counsel to the President-Elect

SUBJECT:

Employment and Funding Disclosures Statement  
for Members of Department and Agency  
Transition Teams

As required by the Presidential Transitions Effectiveness Act of 1988 (P.L. 100-398), all members of the President-elect or Vice President-elect's department or agency transition teams must provide certain information regarding their employment and sources of funding. This information must be made public before any contact by the transition team members with the department or agency and must be updated as necessary. Accordingly, please provide the following information:

1. Full name and address:

JEFFREY L. HUGHES

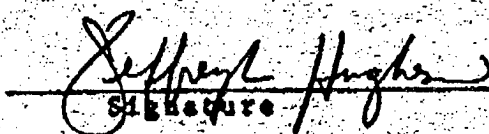
2. Most recent employment (whether full time or part time,

public or private, or volunteer):

NATIONAL SECURITY COUNCIL, Rm 303  
THE WHITE HOUSE

3. Source or sources of funding which will support your transition activities.

DETAIL (FROM NSC/DoD)

  
SignatureNov 29, 1988  
Date

STAT

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P.3/4 *gha, J**WPB*  
*12/15/88*  
*for DOD*  
*+ State*TRANSITION STANDARDS OF CONDUCT

As a condition of my being permitted to serve as a member of the transition of the President-elect, I agree to the following requirements:

1. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition. ✓
2. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition. ✓
3. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship. ✓
4. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities. ✓

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5. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in dismissal from the transition and that other sanctions may be imposed as appropriate. ✓

Jeffrey L. Hughes  
Signature

Nov 29, 1988  
Date

Name and Address:

JEFFREY L. HUGHES

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